

INDIA INTERNATIONAL CENTRE

40, Max Mueller Marg, Lodhi Estate, New Delhi - 110003

Tel. : 24609499, 24609481, 482, 483, 484, 485, 486, 487

Email : cbo.iic@nic.in , Web : www.iicdelhi.in

GST: 07AAATI0660C127

FORM FOR RESERVING FACILITIES FOR AUDITORIUM, CONFERENCES, MEETINGS, BANQUETS

1. Name of Member/ Organisation : _____
2. Address : _____
3. Contact Person Name : _____ Tel : _____ Mobile. : _____
4. Email : _____ PAN No. _____ GST No. _____
5. Name of the VENUE required : _____
6. Date : _____ Duration of Function: (From _____ To _____)
7. Number of persons expected : _____
8. Additional facilities if any required : _____
9. Whether a WIFI connection is required :WIFI (For WIFI contact IIC vendor Directly, 7 days in advance)
10. Please specify whether the programme is for : (Open meeting / Invited persons only)
(Please tick mark)
11. Nature of Conference/ Meeting : _____
12. Name of Chief Guest (with address), if any : _____
13. Text to be put up on the Display : _____
(Should be self-explanatory and brief)

UNDERTAKING

"I have read and understood the **GUIDELINES FOR THE BOOKING** of the Venues and Catering, and undertake to fully comply with the guidelines". I take responsibility that the participants of my function will **not make noise in the Auditorium foyer which is adjoining IIC Library** and the decorum of your place is maintained. All bills will be settled after event gets over through cash or card.

Signature

Name in block letters : _____

Membership No. : _____

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BOOKING REQUISITION FOR CATERING

1. Name of the Member / Organization : _____
2. Membership No. (if any) : _____
3. Address : _____

4. Contact Person Name : _____ Tel : _____ Mobile. : _____
5. Email : _____ PAN No. _____ GST No. : _____
6. Name of the VENUE required : _____
7. Date : _____ Duration of Function: (From _____ To _____)
8. Additional facilities required : _____
9. Number of persons expected : _____
10. Number of persons guaranteed : _____
11. Type of the function : _____
(with details of the programme)
12. Name of Chief Guest (with address), if any : _____
13. Text to be put on the Display Board : _____

UNDERTAKING

"I have read and understood the **GUIDELINES FOR THE BOOKING** of the Venues and Catering, and undertake to fully comply with these guidelines". All bills will be settled after event gets over through cash or card.

Signature

Name in block Letters : _____

Membership No. : _____